

Reply ("R") & Reply and Include responses ("RI") Actions

As you can see from the list of message action codes (Table 3: Action Codes—Messages in this chapter), you can use the Reply action code (i.e., "R") or the Reply and Include responses action code (i.e., "RI") to reply to a message.

Effective with MailMan V. 7.1 with Patch 50, "Reply" immediately attaches your reply to the response chain so everyone on the message sees your reply, making it instantly available to anyone currently reading the message. Previously, the response wasn't attached to the message until the Background Filer was about to deliver the response to the recipients. Now, the response is attached to the message when the user transmits the message. (The Background Filer still delivers the response to the recipients.) This helps facilitate "real-time" conversations among message recipients.



MailMan automatically adds the sender as a recipient, if he isn't already one, when a reply is made to the message.

Also, you are able to copy the original message and/or any combination of responses into your reply (i.e., "RI—Reply and Include responses"). Thus, with this feature, you can more easily respond to what someone wrote, point by point.

Further, the "RI" (Reply and Include responses) command also enables you to include responses from another message (see example below). At the "Enter message action" prompt, type RI. MailMan asks you from which message you would like to include responses. When you type a message number (internal entry number), MailMan displays the number of responses for that message and tells you to enter two question marks (??) to see an index. When you enter two question marks, MailMan displays the index of responses and asks you to select the responses you wish included.

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Enter message action (in IN basket): Ignore// ri Reply and Include responses

Include responses from which message: This message// ?

Press Enter to include previous responses from this message,
or enter the internal entry number of a different message
(11630-1419789) to include any of its responses.

Include responses from which message: This message//1419307 Local: biweekly info
exchange message # 44
There are 4 responses. Response 0 is the original message. (?? shows index)
Select the responses to include: ??

There are 4 responses. Response 0 is the original message. (?? shows index)
Response.....From.....
0) 18 Sep 00 POSTMASTER 2
1) 18 Sep 00 BLUE,THOM - COMPUTER SPECIALIST CIOFO-SF 4
2) 26 Sep 00 FUSCHIA,GARY M - PROGRAMMER (CIOFO-SF) 2
3) 26 Sep 00 MAGENTA,MICHAL - Tech Writer (Vista Maintenance Team) 3
4) 26 Sep 00 SILVER,SKIP - PROGRAMMER (CIOFO-SF) 1

There are 4 responses. Response 0 is the original message. (?? shows index)
Select the responses to include:

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Type RI.

Index shows responses to choose from.

Select responses to include.

Figure 82-A 1: Using Reply and Include Responses



Here's a tip—When a message has numerous responses and you want to reference an earlier response, include the text of that response with your reply by choosing the "RI—Reply and Include responses" action code. Previously, you could only point readers to the previous response number you were referencing. Now, the referenced response can be displayed within your own response. The other readers of the message won't have to back up and hunt for that previous response anymore, because you've provided them with the text.



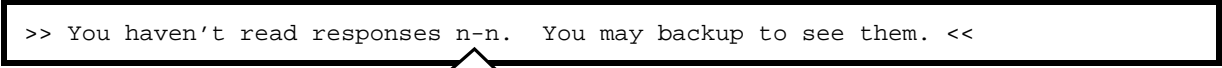
To avoid excessive overhead, please use the "RI—Reply and Include responses" feature sparingly. Also, when you do quote material, it is generally a good idea to edit the quoted material down to just the specific text to which you are replying.

To review the recipients of a message before you make a response, use the "Query" action codes.



For more information on the "Query" action codes, please refer to Table 3: Action Codes—Messages and the "Query Action" topics previously described in this chapter.

When you use the up-arrow ("^" Shift-6 key on most keyboards) to skip reading all replies or inadvertently, MailMan will notify you of the range of unread responses, some of which could influence your own reply:



>> You haven't read responses n-n. You may backup to see them. <<



**"n-n" represents the range
of unread responses.**

